

Schedules

This process shows the steps required to complete the filing requirements for schedules.

- STEP 1** Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. (See Figure 1.)

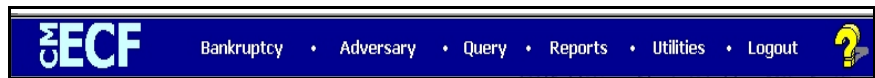


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click on **Other/Miscellaneous**.

- For further information on each of these categories, click the (Help) icon.



- STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the case number using the YY-NNNNN format.
- ☐ Click the **[Next]** button.

- STEP 4** The **MISCELLANEOUS EVENTS** screen displays.

- ☐ Scroll down to find the schedules that are being filed from the event list.
- ☐ Click once on the event to highlight/select it.
- ☐ Click the **[Next]** button.

STEP 5 The **PARTY FILER** screen displays.

- ☐ Select the **Debtor(s)**.
- ☐ Click the **[Next]** button.

STEP 6 The **PDF ATTACHMENT** screen displays.

- ☐ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- ☐ To verify that this is the appropriate document, highlight the document name.
 - ▶ Right click with your mouse.
 - ▶ Select **open** to view the imaged document.
 - ▶ Click **X** in the upper-right corner to exit the image.
 - ▶ If correct, double-click the PDF file to select it.
- ☐ Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the section on Motions/Applications for a step by step procedure.)
- ☐ Click **[Next]**.
- ☐ If you are **NOT** filing amended schedules then skip to **STEP 10**.

STEP 7 The **RECEIPT SCREEN** is displayed **ONLY** if you are filing **Amended Schedules (D, E & F)**.

- ☐ Leave the receipt field **BLANK** if paying by a credit card. For any other type of payment type "**Other**". Payments other than credit cards are to be either mailed to the Clerk of Court not later than the next business day or hand delivered to the Clerk of Court not later than the second business day after the electronic filing.
- ☐ Type in what schedule you are amending in the white text box next to **Which Schedules?**
- ☐ Click in the check box to relate the amended schedules to the previously filed schedules.

- ☐ Click the **[Next]** button.

STEP 8 The **CATEGORY OF DOCUMENTS** screen displays (*Amended Schedules Only*).

- ☐ Select the category which contains the event you are referencing. *For schedules, select **misc**. When you don't know the category then highlight every category and the whole docket will appear.*
- ☐ You may also type in a date range to reduce the search criteria.
- ☐ Click the **[Next]** button.

STEP 9 The **DOCUMENT REFERRAL** screen displays (*Amended Schedules Only*).

- ☐ Click the check box for the event you want to relate the amended schedules to.
- ☐ Click the **[Next]** button.
- ☐ Skip to **STEP 11**.

STEP 10 The **PENDING SCHEDULED EVENTS** screen displays.

➤ **NOTE:** This screen only displays when the case is deficient for some schedule and a deadline for the schedule is pending.

- ☐ If the schedule you are filing is listed as a document due then click in the box to satisfy the deadline.
- ☐ Click the **[Next]** button.

STEP 11 The **MODIFY TEXT** screen displays.

- ☐ Verify the accuracy of the docket text. This is what will display on the docket sheet.
- ☐ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error to be corrected.
- ☐ Click the **[Next]** button.

STEP 12 The **FINAL TEXT** screen displays.

- ☐ Verify the accuracy of information entered. Read the warning message and proceed. This is your final opportunity to make changes.
- ☐ If correct, click **[Next]**.
- ☐ If the final docket text is incorrect:
 - ▶ Click the browser **[Back]** button to find the errors(s) and proceed with the event.
 - ▶ To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **ELECTRONIC PAYMENT WINDOW** screen displays (Only If You Are Paying By Credit Card and The Receipt Field Was Left Blank).

- ▶ Click **[Pay Now]** to pay by credit card at this time or click **[Continue Filing]**. You may choose "Continue Filing" and pay one time for all of the fees you have incurred for that day. You will be prompted after each filing to pay any outstanding fees. You **MUST** make the credit card payments on the day the fee was incurred.
- ▶ If you choose "Pay Now" then you select the credit card type, type in the credit card number, select the credit card expiration date and then click **[Submit Payment]**.
- ▶ The credit card will then be processed and when approved you will get a transaction receipt number. (NOTE - Internet Explorer will allow you to print that window BUT Netscape will not. You may obtain a history of your credit card payments under "Utilities" and "Internet Payment History".)

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. The notice will also indicate the parties that have or have not been electronically served with the filing.

- ☐ The **Case Number** hyperlink will display the docket report for this case.
 - ☐ The **Document Number** hyperlink will display the PDF image of the document just filed.
 - ☐ To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
 - ☐ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.
- **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.